

Call for Proposals
U.S. Embassy Public Affairs Section Small Grants Program

Deadline for Proposals is: August 1, 2017

Description of grants program:

The U.S. Embassy Public Affairs Section Grants Program awards grants to Zambian non-profit and non-governmental organizations and independent media for projects that support the U.S. goals in the Republic of Zambia, including those promoting a better understanding of the United States, democracy and governance, entrepreneurship development, and peace.

Successful proposals will include a component that relates to the United States. This could be a component that promotes participation in U.S. exchange programs and sharing of experiences during U.S. exchange programs, sharing of models and ideas learned during U.S. exchange programs, promotion of U.S. culture and values, or components that promote a better understanding of the United States. Successful proposals will clearly describe the U.S. component of the program.

Successful proposals will clearly define anticipated results of the program, when results will be expected, and how the U.S. Embassy can measure the anticipated results. Successful grantees will proactively show progress towards results through regular reporting to the U.S. Embassy. U.S. Embassy officials will visit the program to monitor progress, as well.

This grants program generally does not favorably review proposals to hold conferences. Individuals, companies, and for-profit organizations are not eligible for grants.

What projects do we fund?

The Program is most interested in projects relating to:

- Promoting political awareness and participation among the public and/or among youth;
- Promoting civic education and youth participation in civics, democratic processes, volunteerism, and community service;
- Promoting democracy and accountability through film or the arts;
- Fostering: press freedom, independent media, professionalism in the media including through journalism training programs;
- Combatting corruption;
- Empowerment of women and youth;
- Promoting entrepreneurship and business development;
- Human rights;
- Environmental and wildlife protection;
- Conflict resolution, mitigation, and mediation efforts.

What projects are not funded?

The Public Affairs Section cannot fund:

- Individuals;
- For-profit organizations or companies;
- Projects supporting partisan political activity;
- Humanitarian/social aid and charities or charitable activities;
- Professional development for individuals, including conferences and trips abroad;
- Commercial or trade activities;
- Fundraising campaigns;
- Scientific research;
- Institutional development or support of an organization;
- Activities that duplicate existing projects;
- Individuals or organizations from outside of Zambia;
- Conferences.

Previous grant holders are not eligible for grants until all outstanding reports from previous grant cycles have been submitted and approved.

What is the length of grants?

Grant periods can be for up to one year. (eg, September 1, 2017-August 31, 2018)

Evaluation criteria

The Public Affairs Section Small Grants Committee will evaluate proposals according to the following criteria:

- Relevance of topic;
- Clarity in justification for project, activities, and target group;
- Sensible budgeting;
- Longer-term sustainability, where applicable;
- Clarity in expected results and how those results will be measured;
- The ability of the applying organization to successfully carry out the project aims;
- Inclusion of U.S. content in the program.

We especially encourage innovative projects and budgets that include cost-sharing. The Public Affairs Small Grants Committee will consider all proposals that meet the criteria outlined above. If your preliminary application is under further consideration, we may ask you to come in for an interview or submit additional information.

What is the maximum amount of a grant? \$10,000. Proposals for less than \$10,000 are welcomed. It is essential for you to provide a clear budget with a thorough and reasonable cost breakdown for the project, including specific categories for which the funds would be used.

How do organizations apply for grants?

Organizations must complete the following to apply for a grant:

- [Complete PAS Small Grants Proposal form.](#)
- Complete U.S. form SF-424 “Application for Federal Assistance” found on the U.S. Embassy website at: <https://zm.usembassy.gov/wp-content/uploads/sites/20/2017/07/SF424.pdf> (To be completed by applicant).
- Complete U.S. form SF-424A “Budget Information” found on the U.S. Embassy website at: <https://zm.usembassy.gov/wp-content/uploads/sites/20/2017/07/SF424A-budget-form.pdf>
- Complete U.S. form SF-424B “Assurances” found on the U.S. Embassy website at: <https://zm.usembassy.gov/wp-content/uploads/sites/20/2017/07/SF424B-assurances-form.pdf>

Please email one (1) copy of the above forms electronically to:

Subject: Public Affairs Small Grant Application

Phone: +260-357-000

POC: Paxina Koloko

Email: LusakaPASGrants@state.gov

Deadline: August 1, 2017.

What happens when the project is completed?

Upon completion of the project, all grantee organizations must submit progress reports as well as a final narrative with a complete accounting of all grant funds.